



Tips for the 2010 NAEA Conference
Baltimore, Maryland
April 14-18

Contributions from Getty Art Educators Listserv
&
NAEA Website

WHAT TO PACK:

- comfy shoes
- light clothing in layers
- binder clips
- small flashlight (for dark rooms)
- moist towelettes
- flattened packing box
- mesh bag or foldable bag
- make address labels w/contact info & email – peel and stick at vendor booths
- plastic folded up poncho (available at dollar store) instead of umbrella
- travel size shampoo, lotion, toothpaste, deodorant, etc. Save room for items you want to bring home!
- change of clothes in overnight bag in case luggage is temporarily lost.
- apron for messy workshops
- sturdy poster tube
- note pad or journal
- Swiss army knife
- highlighters
- packing tape

BEFORE THE CONFERENCE:



Get your catalog or download it from the website:

- Get note pad & highlighter
- Highlight all prepaid sessions and workshops
- Check names of favorite presenters in the index.
- Mark sessions at the same times to avoid overbooking
- Set your schedule for each day
- Write down time, titles (1st & 2nd choices), room, and floor it's on. (that's important so you can find it quickly). Schedule time to eat



Plan offsite visits to local museums or other places of interest.



If you have funds available from your school put the PO in place before you leave so that you can order discounted materials while at the conference.



Transportation:

- Find out local bus schedules and cheap transportation from the airport.
- Find out if the hotel has any free shuttle services. Baltimore has a light rail service that costs 1.60 to go from the airport (BWI) to the stop right beside the convention center (or 3.50 for an all day pass.)

There is a commuter train that runs from the airport to downtown Baltimore right near the Conference center for a fraction of the shuttle prices or taxis.

See if the hotel room has a phone directory-sometimes there are discount coupons you can use at local eateries. A penny saved is a penny earned.

WHILE AT THE CONFERENCE:



Refreshments:

Get breakfast and lunch food at local grocer/deli to reduce cost
Bring your own snacks
Take a water bottle for cheap water refills



During Presentations:

Take a digital camera to take photos of presenters, PPs, and visuals-helps, but ask for permission. It is their intellectual property.

Only take your allotted materials. If materials are laid out in buffet style, be courteous and realize you do have to share materials.

Bring a blank journal with you to record ideas, inspirations, make drawings and get names/addresses/emails of contacts.

Arrive early to sessions to get a good seat.

Sit next to the door in case the session is not what you thought it would be and be able to leave on time to get to your next session early.

Offer to help pass out materials.

Get business cards of presenters you want to contact later...write a note on the back about the presentation but don't monopolize the presenter. If you really enjoy a presentation, exchange business cards with that person, express a desire to collaborate further, etc. You can never have too many resources!

Website to make your own business cards:

http://us.moo.com/en/products/business_cards.php

Review PowerPoint presentations in advance on the NAEA web site to see if this

is something you want to attend (Some presenters made PowerPoints available)

Keep in mind day sessions will be at the convention center which requires walking over via some kind of bridge over pass. Evening sessions are at the main hotel. Some of the best sessions have been in the evening.

Don't miss the Awards Ceremony of the Woman's Caucus...3 hour event that all people should attend.



TICKETED EVENTS:

Be courteous! Don't start making/reading etc, before the presenter is finished with their presentation. Keeping in mind that the presenter is essentially a teacher in a foreign room, with a room full of students they don't know, let them guide you through the project at the pace they have worked out. Timing is everything, and if you get ahead of everyone else, it might throw everything off.

Don't ask for handouts but not stay for the workshop. If the workshops are ticketed, the presenters only have x amount of handouts/packages of materials.

If you're presenting a hands-on workshop, definitely designate a "bouncer" to stand at the door to take tickets from those who paid. Don't allow people who haven't paid to come in and take supplies.



PRESENTER TIPS:

Designate someone to hand out numbers to people as they arrive. That way the early arrivals will get a handout. If you run out, save one copy and tell those who want one that you will leave it at the business center; they can then pay for a copy. Don't offer to mail or even e-mail copies; it's a lot more work than you might think.

Wear comfortable clothes, in layers, and comfortable shoes. No one cares what you're wearing. If you're presenting, a blazer on top looks fine and professional enough.



EXHIBITORS HALL:

Bring business cards to drop in vendors baskets to win prizes or get on mailing list.

Use mesh bag to carry stuff -vendors give away sample items you may want to try out.

Don't pick up every catalog you see, you won't want to lug them all back.

If you do purchase a lot more things than you expected, ship the lightweight stuff (like dirty clothes) from the business center or find other shipper not at the convention center...they will charge less than an on site.

Avoid rolling suitcases in the hall. People trip over them.

Be courteous to vendors! Take the time to talk to the exhibitors, tell them what you like about their products, ask what's new, and show some real interest. You can get amazing samples and free things that weren't made available to the general public.

Take notes on handouts and samples, attach the business cards to the flyers, whatever you need to do to make those vendors stand out in your mind.

Sort handouts each night in the hotel into various categories. Do this while the info is fresh. You will NOT remember!

Don't miss the prize giveaway at the end of the conference. The vendors give away kits, curriculum, materials, and all sorts of great items.

When the vendors break down the last day they sometimes do a huge discount sell off.



MAKE CONNECTIONS:

Visit with others and make new friends. Exchange business cards and stay in touch during the year.

Eat out at dinner/supper with friends. Enjoy the night life.

Try not to schedule too many sessions to make time for friends and colleagues.

If you want to visit with friends and colleagues take a break around the lounge area and grab your friends as they go by.

I would like to encourage each of you to attend the awards luncheon for your division. It is a chance to meet and converse with peers, take time to honor colleagues, find out more about activities within your division, eat, get door prizes and lots more!



AVOID BURN-OUT:

Plan to take a nap once in a while to restore your energy. Drink lots of water to help hydration and help you keep up your energy.



ENJOY BALTIMORE!

If blue crab is in season, eat at Obyrcki's. Order the crab cakes.

Take time to tour the city if you've never been there before. Take in the entire experience!



GO TO AREA MUSEUMS:

SITES TAKEN FROM NAEA WEBSITE

PLEASE NOTE: All museum discounts for 2010 NAEA National Convention attendees are effective April 13-18, 2010.

The Baltimore Museum of Art

10 Art Museum Drive, Baltimore, MD 21218

<http://www.artbma.org/index.html>

The BMA always offers free admission. 2010 NAEA National Convention attendees receive free admission to the "Cezanne and American Modernism" exhibition and a 10% discount at the BMA Shop.

The Walters Art Museum

600 N. Charles Street, Baltimore, MD 21201

<http://thewalters.org>

The Walters always offers free admission. Receive a 10% discount at the museum shop with your Convention badge, or NAEA member ID card.

American Visionary Art Museum

800 Key Highway, Baltimore, MD 21230-3940

<http://www.avam.org>

Receive a special admission price of \$5 (regular admission is \$14) and a 10% discount at the museum shop with your Convention badge, or NAEA member ID card.

The Contemporary Museum

100 West Centre Street, Baltimore, MD 21201

<http://www.contemporary.org>

Admission is free with suggested donation of \$5 for adults. Convention attendees receive a 30% discount at the museum bookstore.

The Reginald F. Lewis Museum of Maryland African American History

830 E. Pratt Street, Baltimore, MD 21202

<http://www.africanamericanculture.org/home.html>

Receive a discounted admission rate of \$4 (regular admission rate is \$8) with your Convention badge, or NAEA member ID card.

The Jewish Museum of Maryland

15 Lloyd Street, Baltimore, MD 21202

<http://www.jhsm.org>

Receive free admission (regular admission rate \$8) and a 10% discount at the museum shop with your Convention badge, or NAEA member ID card.

The Maryland Historical Society

201 West Monument Street, Baltimore, MD 21201

<http://www.mdhs.org/index.html>

Receive free admission (regular admission rate is \$4) and a 10% discount on shop merchandise with your Convention badge, or NAEA member ID card.

The Maryland Science Center

601 Light Street, Baltimore, MD 21230-3899

<http://www.mdsci.org>

Receive \$1 off admission, a 10% discount at the museum shop, and a 10% discount in their café "Beakers" which is operated by ARAMARK when you present your Convention badge, or NAEA member ID card.

All Science Center ticket options begin with base admission to the Science Center, which is \$14.95 for adults. IMAX films and traveling exhibitions are add-on options that are specially priced and packaged along with base admission

for your convenience.

The B&O Railroad Museum
901 W Pratt St, Baltimore, MD 21223
<http://www.borail.org>

Receive a \$5 discount off the regular admission rate (regular admission rate is \$14) when you present your Convention badge, or NAEA member ID card.
800 Key Highway, Baltimore, MD 21230-3940
<http://www.avam.org>